

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **POLICE OFFICER**

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Jurisdictional Class: **Competitive**  
Date Adopted: **Unknown**  
Date Revised: **4/72; 7/74; 2/79; 4/79; 5/85; 9/85**  
Jurisdictions: **County, Villages,**  
Union Status:  
Pay Grade:

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**DISTINGUISHING FEATURES OF THE CLASS:** This position primarily involves routine patrol tasks, but an incumbent has considerable responsibility for the exercise of sound judgment in emergencies. Ordinary procedures and special assignments are carried out under the immediate supervision of a superior officer. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Patrols a specific district or beat on foot, in a radio cruising car, or on a motorcycle;  
Checks doors and windows of unoccupied business and residential property to determine security and the possible commission of a crime;  
Investigates suspicious activities and persons and makes arrests for violations of federal and state laws and local ordinances;  
Investigates at the scene of accidents, aids the injured, determines if any criminal offenses have been committed and prepares reports;  
Directs traffic at scenes of accidents, fires, public assemblages and at busy thoroughfares and intersections;  
Patrols parking areas and issues summonses for parking violations;  
When assigned to desk duty, receives complaints, dispatches police officers and keeps appropriate records in accordance with well defined procedures;  
Watches for and makes investigations of wanted and missing persons and stolen cars and property;  
Escorts prisoners to jail; Testifies in court or before a grand jury;  
Answers questions for and directs the public;  
Makes daily report of activities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of the New York State Penal Law, Court of Criminal Procedures, Vehicle and Traffic Law and all local ordinances and laws pertaining to police activities; good social and general intelligence; good powers of observation; working knowledge of first-aid-methods; working knowledge of traffic direction and control methods; ability to be courteous yet firm with the public; ability to operate an automobile; sound judgment; still in the use of firearms; physical strength and agility; neatness of appearance; excellent moral character; excellent physical condition.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or a certificate substantiating educational development equivalent to successful completion of high school.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

Last Reviewed: n/a  
Last Updated: 4/72; 7/74; 2/79; 4/79; 5/85; 9/85  
Reviewed By: n/a  
Last Reallocated: n/a

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**SPECIAL REQUIREMENTS:** Candidates must be at least 19 years of age and must not have passed the maximum age requirement, as determined by the Civil Service Commission in accord with legal restrictions at the time of examination. Candidates must also meet the height, weight and physical fitness standards prescribed by the Municipal Police Training Council. In addition, candidates must be eligible for an operator's license issued by the New York State Department of Motor Vehicles at time of application. Possession of the license at the time of appointment.

Last Reviewed: n/a  
Last Updated: 4/72; 7/74; 2/79; 4/79; 5/85; 9/85  
Reviewed By: n/a  
Last Reallocated: n/a